

DEPARTMENT OF BUILDINGS AND GROUNDS

SOMERS CENTRAL SCHOOL DISTRICT

BUILDING OPERATIONS SAFETY AND
CLEANING PROCEDURES

August 4, 2020

CLEAN/SANITIZE/DISINFECT

- All district buildings are receiving their summer cleaning with a focus on disinfecting in anticipation of the return of students and staff.
- Cleaning must be performed in all cases prior to disinfection
- Classrooms and office spaces are sanitized 1x-2x daily – room occupants are encouraged to clean their personal desktops if they choose to do so. Office personnel and classroom occupants will be provided supplies for these purposes.
- The custodial staff for each building will perform frequent cleaning and sanitizing of high touch surfaces throughout the school day.
- Additional custodial help will be hired and in place for the sole purposes of additional cleaning and disinfecting and will circulate throughout their assigned building constantly throughout each day.

CONT'D

- Appropriate training will be provided to each new hire by our BOCES hygienist. Cleaning and sanitizing includes, but is not limited to, the following:
 - Door Handles
 - Handrails
 - Counter tops
 - Desk tops
 - Bathroom fixtures
 - Phones keyboards
- Cleaning log checklists will be completed and signed off for each area of the building sanitized throughout each day. The log sheet includes the Date/Time/Location/Scope of Cleaning (check boxes)
- Restrooms- Frequent cleaning and sanitizing of restrooms is required. At minimum 3x daily and more frequently during peak usage periods such as lunch.
- Some toilets and sinks will be taped off for the purposes of social distancing during bathroom use. (Applies to larger gang type restrooms - every other sink and toilet.)
- No touch trash receptacles in place with appropriate handwashing signage in place.

Cleaning and Disinfection following a confirmed Covid-19 case

- CDC guidelines will be followed on cleaning and disinfecting for these purposes
- Area of suspect or confirmed case will be closed off.
- Westchester County Board of Health will be notified and consulted.
- Open doors and windows to ventilate the location of the confirmed or suspected case
- Wait 24 hours to clean and disinfect the room location. In the event this is not possible then proceed with a deep cleaning and disinfection.
- Clean and disinfect all areas known to be used by the person who is suspected or Covid-19 confirmed
- In the event more than 7 days has passed since the person who is suspected or confirmed to be positive for Covid-19 has visited or used the facility, additional cleaning and disinfection is not necessary. Routine cleaning should continue regardless.

DISINFECTING EQUIPMENT & TOUCHLESS OPTIONS

- New disinfection sprayer and fogging equipment for each school building is expected to arrive by mid-August. Custodial Staff will receive appropriate training for the use of the new equipment.
- Adequate supplies of disinfectant for use are currently in place.
- Currently in use are hand held pump sprayers used for misting surfaces with disinfectant.
- Touchless options- New touchless paper towel dispensers will be installed to replace the existing paper towel dispensers that rely on a pull bar to dispense paper toweling.
- Water fountains- Water fountains with a traditional bubbler will be closed off from service. Only water fountains with a bottle filler stations will be in use.

INSTRUCTIONAL SPACE USE

- Classrooms, cafeterias and gyms are currently being set up and arranged for social distancing in keeping with the school district's re-entry plan submitted to NYS.
- Surplus furniture from each location to reduce room density will be labeled and staged to be removed off site to storage.
- Each classroom will then allow for approximately 12 students to be social distanced for instruction.

COVID RELATED SIGNAGE AND ENTRY PROCEDURES

- Each school building will be staged with semi-permanent bilingual signage in Spanish and English

Examples: Wearing of masks is required, handwashing, social distancing, traffic patterns as per NYSED, CDC and DOH guidance. Currently, temporary signage has been deployed and is in place throughout the four school buildings. Anticipated arrival of the semi-permanent signage is expected on or about mid-August.

SOMERS RE-ENTRY PROCEDURES

- All persons entering a school building will be required to wear a face covering prior to being permitted to enter.
- Hand sanitizer stations will be in place at each building entrance.
- Signage and floor markers will be installed to designate where visitors should wait to check in.
- Classroom designations will be utilized for:
 - *Staggered grab and go lunch pickups from cafeteria
 - *Staggered dismissals
 - *Staggered outdoor activities
 - *Staggered lunch periods

The staggering of the above items is beneficial for allowing time for the custodial cleaning and sanitizing of the spaces used.

HVAC AND VENTILATION EQUIPMENT

- An Engineering survey of all mechanical ventilation and air conditioning systems functionality is currently being conducted. The intent of the survey is to identify opportunities to install upgraded MERV filtration in each school building without causing harm to the functionality of the equipment.
- Some units may not be designed to work with the upgraded filters as they can restrict air flow and cause harm to the equipment. In the event a unit cannot be upgraded to a higher MERV rated filter, then it becomes necessary to change filters more frequently.
- The exploration of UV and Bipolar ionization disinfecting lighting to install in ductwork and air intake plenums has been put on hold by NYSED Facilities Planning. The science behind this technology has not been properly vetted by facilities planning as it is known to cause harm to humans.
- Based on the engineer's findings, recommendations and guidance, HEPA air scrubber machines may be strategically placed in different locations throughout the district's school buildings.